

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
JANUARY 16, 2002**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, January 16, 2002 at 2:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

INTRODUCTION

Mr. Johnson welcomed the committee members to the teleconference and took attendance.

REVIEW OF PREVIOUS MINUTES

The minutes from the meeting held on December 06, 2001 were reviewed. As several modifications are needed, they will be reviewed again at the next teleconference.

FUTURE AGENDA ITEMS

Agenda items for discussion at future teleconferences between now and the Annual Meeting will be:

- Appeals Process/Conflict of Interest
- Mobile Labs
- SOP/QMP documents
 - Are the ones we have sufficient
 - If not, they need to be rewritten
- Use of NELAP/NELAC Logos
- Database

There was some discussion as to what effect reorganization may have on the above items.

FUTURE TELECONFERENCES

The next teleconference will be January 30, 2002 at 2:30 p.m. EST and will deal with the reorganization and where Chapter 6 should be.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
JANUARY 16, 2002**

Item No.	Action	Date to be Completed
1.	Review section 6.A regarding use of logo for future teleconference.	Date to be determined
2.	Mobile Lab, section 6.2.A	01/30/02
3.	Appeals Process/Conflict of Interest	01/30/02
4.	SOP/QMP	Date to be determined
5.	Database	Date to be determined
6.	Discussion on Chapter 6 in a reorganized structure.	01/30/02

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
JANUARY 16, 2002**

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